

## Job Aid: COMMBUYS Vendor Registration

### This Job Aid shows how to:

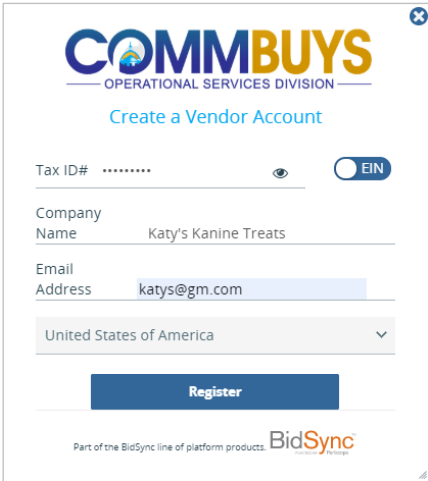
- Complete the vendor registration process in COMMBUYS

### Of Special Note:

Vendors must register in COMMBUYS in order to receive notifications about bid opportunities, submit quotes, receive bid awards or be issued purchase orders.

Vendors are required to specify a Seller Administrator as part of the vendor registration process, the Seller Administrator maintains all vendor business in COMMBUYS.

To launch COMMBUYS enter the URL address <https://www.commbuys.com> or type Commbuys.com in your Browser. Once the COMMBUYS landing page displays, click the **Register** button in the upper right corner.

Screenshot	Directions
	<p><b>Step 1: Starting the Registration Process</b></p> <ol style="list-style-type: none"><li>1. After selecting <b>Register</b>, a pop-up window appears which requires the following information: Tax ID of the entity, (choose EIN or SSN), Company Name, and Email address.</li><li>2. Click the <b>Register</b> button</li></ol> <p><b>Note:</b> If a Tax ID is already registered, an email notification is sent to the email address provided stating that Tax ID is already in use. If you receive a message indicating that your Tax ID is already in use, report the issue to the OSD Help Desk for further instructions. The OSD Help Desk can be reached at 1-888-627-8283 or <a href="mailto:OSDhelpdesk@mass.gov">OSDhelpdesk@mass.gov</a></p>

**COMMBUYS**  
OPERATIONAL SERVICES DIVISION

Register - Katy's Kanine Treats - katys@gm.com

Company Information SBPP Administration Address Terms Categories & Certifications Community Service Codes Summary

Company Name\* Katy's Kanine Treats

Business Description: 1. Dried Jerky

Mailing Address Line 1\* 1. Dried Jerky

Address Line 2:

Address Line 3:

Address Line 4:

Country\* US - United States of America

City\* Boston

State\* MA

Zip\* 02114

Company Phone\* 617 887 1771

Company Email\* info@kanine.com

Is this ID # an employer identification number (EIN) or a social security number (SSN)?

Web ID# 0000

Date of Incorporation: 1

Preferred Delivery Method: Email

Would you like to be registered as an emergency supplier in the case of an emergency? (Note: Emergency suppliers must be available 24 hours a day, 7 days a week.)

Yes ☒ No ☐

Emergency Phone: 617 887 1771

Emergency Contact: info@kanine.com

Emergency Info Comment:

**Save & Continue Registration** Next Cancel

Copyright © 2020 Periscope Holdings, Inc. All Rights Reserved.

## Step 2: Entering Company Information

1. Complete the Company Information tab to establish your company's Vendor Profile. Fields marked with an asterisk (\*) are required.
2. Review the information that pre-populated to ensure accuracy.
3. Once complete, click on the **Save and Continue Registration** button.

**COMMBUYS**  
OPERATIONAL SERVICES DIVISION

Register - Katy's Kanine Treats - katys@gm.com

Company Information **SBPP** Administration Address Terms Categories & Certifications Community Service Codes Summary

**Apply for participation in the Massachusetts Small Business Purchasing Program (SBPP).**

The Small Business Purchasing Program is a free program to help small businesses market themselves to Executive Department buyers. The program is supported through two policies:

- When Executive Departments conduct procurements for non-construction goods and services of \$100,000 or less, they are required to award these contracts to SBPP businesses if their bids meet or exceed the bid evaluation criteria.
- There is an annual Executive Department spending goal, currently 2.5%, which further encourages state buyers to purchase from Small Business Purchasing Program members.

This program is available only to small Massachusetts-based for-profit and non-profit businesses that meet the eligibility criteria. It is not available to municipalities and other public or quasi-public organizations.

**Please select one of the following options:**

- **I Acknowledge:** If your business agrees to participate in the Small Business Purchasing Program and accepts that the business must meet the program eligibility requirements.
- **I Disagree:** If your business will not participate in the Small Business Purchasing Program.
- **Not Now:** If your business needs to skip this step and return to it later.

By selecting "I Acknowledge," you agree to the following: you provide program eligibility information under the pains and penalties of perjury; you agree to comply with the following program terms, which are subject to change, and failure to do so may result in the loss of your business and accurate program information:

1. Provide true and accurate program information.
2. Update COMMBUYS account information if the business has changes in SBPP eligibility criteria.
3. Provide additional information upon request to support program eligibility.
4. Allow the Operational Services Division (OSD) to release the information provided to other public entities including, but not limited to, the Massachusetts Department of Revenue (DOR), Executive Office of Labor and Nonprofit Development Division of Unemployment, and/or other small business programs at other public entities.
5. Allow OSD to conduct a review and/or release program-related information to OSD and
6. Allow the Commissioner to audit or make periodic checks of the business records to confirm program eligibility, including periodic recertification review, as determined by OSD policy.

**I Acknowledge** **I Disagree** **Not Now**

Copyright © 2020 Periscope Holdings, Inc. All Rights Reserved.

## Step 3: Applying for the Small Business Purchasing Program (SBPP) tab

1. Read the description of the program and the Terms and Conditions.
2. Review the **eligibility criteria** by clicking the link in the middle of the page or click [here](#).
3. Choose one of the following options:

• **I Acknowledge:** If your business meets the eligibility requirements and you want to apply. *Your information will be verified by the agencies listed in item 4.*

• **I Disagree:** If you are ineligible or do not want to apply for the SBPP. Choosing this option will allow you to complete your COMMBUYS registration, but you will not be able to register for SBPP through COMMBUYS. **(Skip to step 5)**

• **Not Now:** If you want to come back later to make your choice about the SBPP. You will still be able to complete SBPP Registration at any time through the Seller Administrator Control Center. **(Skip to step 5)**

Register - Katy's Kanine Treats - katys@gm.com

Company Information SBPP Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

**Pre-Qualification**

1. Tax ID Type\*:

2. Is your principal place of business located in Massachusetts? Your principal place of business is defined as the location of your corporate headquarters\*:

3. Entity Name Most Recent Tax Return Filed Under\*:

4. Employer Identification Number\*:

5. Ownership Type\*:

6. Does your organization employ 50 or less full-time employees?:

Save & Continue Registration Reset Cancel & Exit

Copyright © 2020 Periscope Holdings, Inc. - All Rights Reserved.

Business Type	Information to Enter
Sole Proprietorship LLC or LLP equally owned by a married couple Corporation	Enter the tax filer's name (i.e. first and last name) and the filer's personal Social Security Number (SSN)
LLC or LLP other than the specific situation above Non-Profit Corporation Other (Trust)	The name of the company as it appears on the most recent tax return and the Federal Employer's Tax Identification Number (FEIN)

#### Step 4: Completing the SBPP Pre-Qualification Form

1. Answer each of the Program Qualification Questions. It is advisable to gather information before starting the application

**Note:** Information entered on this form will be transmitted to the Massachusetts Department of Revenue to verify your small business status. As a result, please enter information that will enable DOR to locate your tax record. Enter information as it appears on your most recent tax filing

**Tax ID Type:** Select either FEIN (Federal Employer Identification Number) or SSN (Social Security Number)

**Is your principal place of business located in Massachusetts?** Your principal place of business is defined as the location of your corporate headquarters. Select Yes or No

**Entity Name Most Recent Tax Return Filed Under & Employer Identification Number**

(Follow chart on left)

**Ownership Type:** Choose from drop down box

**Does your organization employ 50 or less full-time employees?** Choose from drop down box

**Hint:** For clarification on any question, hover over its blue question mark. Doing so triggers a dialogue box with helpful information.

2. Once you have reviewed the information click **Save & Continue Registration**

Company Information SBPP Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

**Pre-Qualification**

Thank you for completing the Small Business Purchasing Program (SBPP) application.

COMMBUYS first will attempt to validate your company's SBPP eligibility through an online interface with the Massachusetts Department of Revenue. Firms successfully validated through hours. If COMMBUYS is unable to validate your company's SBPP eligibility online, you will receive an email requesting additional documentation to

Continue Registration Cancel

Copyright © 2020 Periscope Holdings, Inc. - All Rights Reserved.

#### Step 5: Confirmation of Submitted SBPP Application

1. You will receive a message "firms successfully validated through the interface will receive an approval notification within 24-48 hours. If COMMBUYS is unable to validate your company's SBPP eligibility online, you will receive an email requesting additional documentation to demonstrate eligibility."
2. Click **Continue Registration**

Register - Katy's Kanine Treats - katys@gm.com

Company Information SBPP Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

**Administrative User Information**

Salutation:

First Name\*:

Last Name\*:

Job Title\*:

Department:

Email\*:

Phone\*:

Login ID\*:

New Password\*:

Confirm Password\*:

Login Question\*:

**Save & Continue Registration** Reset Cancel

### Step 6: Establishing a Seller Administrator Account

1. Complete the Administrator tab to establish a Seller Administrator account, which is used to maintain company information and add/maintain users. Fields marked by an asterisk (\*) are required.

### 2. Click **Save & Continue Registration**

**Note:** Record the Login ID and Password used to create the account, as this information is required to login after registration is complete.

Upon initial login, you will be prompted to change your password. Passwords must be between 8 and 50 characters and contain at least 1 letter and 1 number.

Register - Katy's Kanine Treats - aatasmom@gmail.com

Company Information SBPP Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

**Maintain Addresses For: Katy's Kanine Treats**

Name	Address Type	Address Information
General	General Mailing Address	Katy Oliva 1 Ashburton place Boston, MA 02114 US Email: aatasmom@gmail.com Phone: (413) 888-6799

**Add Another Address** **Continue Registration**

### Step 7: Adding Additional Addresses

1. The Address tab displays, including the information you previously entered, populated as the General Mailing Address.
2. If using only this General Mailing Address, click the **Continue Registration** button
3. To input additional addresses, click the **Add Another Address** button at the bottom of the page and fill in the required information. (You can add up to five email addresses under the Bid Mailing Address). Click **Save & Exit**. Upon creating each address type, select the address to use as the default for each address type.
4. Once complete, click **Continue Registration**.

Register - Katy's Kanine Treats - aatasmom@gmail.com

Company Information SBPP Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

**Save & Continue Registration** Continue Registration

### Step 8: Review the Terms Tab

1. The Commonwealth is not currently using the Terms tab. Vendor terms will be negotiated on a contract-by-contract basis and therefore do not need to be entered during registration.
2. Click **Save and Continue Registration**.

Register - Katy's Kanine Treats - aatsmom@gmail.com

Company Information SBPP Administrator Address Terms **Categories & Certifications** Commodity/Service Codes Summary

**Category: Business Structure**  
Description: Business Structure  
Please select exactly one category value

Select

- ☐ Sole Proprietor
- ☐ Partnership
- ☐ LLP
- ☐ Corporation
- ☐ LLC
- ☐ Business Trust
- ☐ Other Business Type

Notes:

**Category: AGREEMENT AND TERMS OF USE FOR SELLERS**  
Description: AGREEMENT AND TERMS OF USE FOR SELLERS Category URL: <https://www.mass.gov/media/971416/download>  
Please select exactly one category value

Select

- ☐ Yes

Notes:

**Category: Business Type**  
Please select exactly one category value

Select

- ☐ Business Enterprise ( for profit )
- ☐ Non-Profit Organization

Notes:

Save & Add Certification Save & Continue Registration Continue Registration

**Step 9: Selecting Categories**

1. Select the categories that accurately reflect your organization. The following categories are required: **Business Structure, Agreement, and Business Type.**

**Note:** You will not be able to self-select Supplier Diversity Office (SDO) **Certification Categories.** All applicable certifications are added to the vendor's profile by SDO within a few days of COMMBUYS registration.

2. Once you have made your selections, click on the **Save & Continue Registration** button.

Register - Katy's Kanine Treats - katys@gm.com

Company Information SBPP Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

**Search**

UNSPSC Segment-Family

UNSPSC Class

UNSPSC Keyword

Search using

Use the UNSPSC Commodity-EPP Search Engine if you are familiar with the UNSPSC code. If not use the UNSPSC Code Browse below.

**UNSPSC Code Browse**

Select the category that best describes the product and service you offer. Click on the question mark for more information.

Code	Description
<input type="checkbox"/> 10-12-00	Animal feed
<input type="checkbox"/> 10-12-15	Livestock feed
<input type="checkbox"/> 10-12-16	Bird and fowl feed
<input type="checkbox"/> 10-12-17	Fish feed
<input type="checkbox"/> 10-12-18	Dog and cat feed

## Step 10: Choosing Commodity/Service Codes

**Note:** COMMBUYS uses United Nations Standard Product and Service Codes (UNSPSC) to identify goods and services. These codes support searching and categorization of goods and services in COMMBUYS. At least one code is needed to register, additional codes can be added later.

1. Add codes to your Vendor Profile by entering a relevant keyword into the **UNSPSC Keyword** field and clicking the **Search** button.
2. Select the codes relevant to your business and either click **Save and Add More** to search for additional codes or **Save and Continue Registration** to move onto to the next step in the registration process.
3. You can also search for Commodity/Service Codes by using the **UNSPSC Segment-Family** and **UNSPSC Class** drop down menus.
4. Select the codes relevant to your business and either click **Save and Add More** to search for additional codes or **Save and Continue Registration** to move onto to the next step in the registration process.

Register - katy's kanine treats - katys@gm.com

Company Information SBPP Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

**Search**

UNSPSC Segment-Family

UNSPSC Class

UNSPSC Keyword

Search using

Use the UNSPSC Commodity-EPP Search Engine if you are familiar with the UNSPSC code. If not use the UNSPSC Code Browse below.

**UNSPSC Code Browse**

Select the category that best describes the product and service you offer. Click on the question mark for more information.

Code	Description
<input checked="" type="checkbox"/> 14-11-00	Paper products
<input type="checkbox"/> 14-11-15	Printing and writing paper
<input type="checkbox"/> 14-11-16	Novelty paper
<input type="checkbox"/> 14-11-17	Personal paper products
<input type="checkbox"/> 14-11-18	Business use papers

Register - katy's canine treats - katys@gm.com

Company Information   SBP   Administrator   Address   Terms   Categories & Certifications   Commodity/Service Codes   **Summary**

**Company Information**

Vendor ID:	00020006	Alternate ID:	Company Name:	ABC Company, LLC
Status:	Active	Status Change Reason:	Tax ID#:	*****123
Tax ID Type:	EN	Incorporation Details - State:	Year of Incorporation:	0
Business Description:		Preferred Delivery Method:	Email:	jDoe@abc.com
Emergency Supplier:	No			

**Program Information**

Program	Status	Date Qualified	Acknowledged Program Conditions?	Date Acknowledged / Disagreed
SBP	Inactive		NOT NOW	09/08/2016

**Users Information**

Login ID	First Name	Last Name	Status	Roles
abc123	J	Doe	Active	Seller Seller Administrator

**Address Information**

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	J Doe 123 Main Street Boston, MA 02116 US Email: jDoe@abc.com Phone: (617)555-9999	Active	Yes

**Commodity-EPPs And Services Information**

Code	Description	Date Added
14-11-15	Printing and writing paper	09/08/2016

**Category: Business Structure**

LLC

**Category: Business Type**

Business Enterprise (for profit)

**Complete Registration**

### Step 11: Reviewing the Summary Tab

1. The **Summary** tab displays information supplied during registration. Review all information on this page for accuracy.
2. To correct any information, return to the appropriate tab, update/edit, and save. Once you have saved your updates, return to the **Summary** tab.
3. Click the **Complete Registration** button to finish this stage of the registration process.

Thank you for registering with COMMBUYS. Registration confirmation will be emailed to you.  
For questions or comments please contact COMMBUYS at (617)720-3197.

Thank you for registering with COMMBUYS and the BidSync Network.

**OK**

Copyright © 2020 Periscope Holdings, Inc. - All Rights Reserved.

### Step 12: Completing Registration

1. Once you click **Complete Registration**, a Thank You message that includes the OSD Help Desk telephone number appears.
2. Click the **OK** button to be redirected to the COMMBUYS landing page. Upon initial login, you will be asked to change your password.
3. Upon completing your registration, you will receive a confirmation e-mail with your login credentials and vendor number.

### Step 13: Changing Password on initial Login

1. Click the **Sign In** button at the top of the page.
2. Once the login window appears, enter the Login ID and temporary password you created during registration.
3. Click the **Sign In** button to continue.

### Step 14: Changing Password on initial Login

1. Enter your temporary password into the **Current Password** field.
2. Enter your new password.
3. Re-enter your new password in the **Confirm New Password** field.

### Step 15: Registering for BidSync

1. BidSync is a bid notification service owned by Periscope Holdings, Inc (PHI) the company that developed the COMMBUYS system. BidSync identifies government bid opportunities for participating businesses and PHI is offering its basic service at no charge. Businesses can get information about BidSync by phone and email: 800-990-9339 or [support@bidsync.com](mailto:support@bidsync.com).
2. If you are interested in registering for BidSync leave the box to the left checked. If not, uncheck the box
3. Click **Submit Password**

**Note:** If you experience difficulties during the vendor registration or password change process, contact OSD Help Desk at 888-627-8283 or [OSDhelpdesk@mass.gov](mailto:OSDhelpdesk@mass.gov)